

PHILIPSBURG OSCEOLA SCHOOL DISTRICT

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize **Philipsburg Osceola School District** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Philipsburg Osceola School District** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Philipsburg Osceola School District** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Philipsburg Osceola School District** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account Information

Name of Financial Institution: _____

Account Holder –Name _____

Routing Number: _____

Account Number: _____

Checking

Savings

Social Security # : _____

Signature

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Please attach a voided check and return this form to the Payroll Department.

I understand that my first pay will be a paper check and it will be mailed to me. After that my check will be Direct Deposited and my information can be found on the employee portal.

Signature

Date